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| **ID: RA/COVID-19 PROPERTY** |  **OPERATING PROCEDURE & RISK ASSESSMENT** |
| **Document created:** **01/06/2020** | **Version Number: 5** | **Version Date: 06/08/20** | **Next Scheduled Review Date: 30/08/20** |
| **Department of BRP: Education** | **Approved by Document Owner: John Docherty/Catherine McCrea** |
| **Assessed by: Gillian Simcox/Scott Barclay Health & Safety Officers** |
| **Task:** Management of COVID 19 situation. The coronavirus outbreak is still a rapidly evolving situation. This risk assessment must be kept under review and adapted as required. Up to date guidance is available on the council intranet. The government websites must be consulted for the latest guidance. | **Number of people affected:** Education staff, S1- S6 Pupils |
| **Property Name: St Ninian’s High School** |
| **Equipment/Plant:** Statutory compliance and maintenance records sheet available from PATS |
| **PPE –** There are no essential PPE requirements for general working in school buildings. Provision of PPE will need to be provided for first aid or emergency situations. Face coverings for teaching and other school staff is not recommended. |

| **Number** | **Location** | **List of control methods that must be followed to protect your health and safety.** | **Concerns/comments** |
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|  | Entrance/exits – traffic routes | * 4 entrances will be used for staff and pupils.
* Clear instructions & Information communicated to staff/pupils on the entrance to use when coming to school. (nearest dept./first subject)
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|  | Entrance/exits - signage | * Signage posted/digital screens indicating social distancing, hand hygiene and risk assessment information.
* 2m distancing markers in place from sanitising stations outwards
* Employee information issued via memo& HT bulletins to ensure staff understand SD and Hygiene procedures within the school
* Health & Safety Protocol & Practices issued to all staff and pupils. Will be updated as required
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|  | Entrance/exits-entry procedures | * Hand Sanitising stations in place at all 4 entrances
* Sign in register for contractors/service staff to assist with Contact Tracing
* Where possible main entrance doors should remain open to prevent the need for handling during arrival and departure.
* Cleaning arrangements in place for regular cleaning of sign in area and equipment
* Regular cleaning of entry intercom system and exit buttons will be put in place
 | Importance of stringent Hand Hygiene communicated to all pupils and staff |
|  | Pick off and drop off of pupils | * School encouraging daily exercise be walking to school and back
* Communication to parents to reinforce the need for their children to socially distance whilst approaching school especially for those in the senior years.
 | Update school travel plan |
|  | General Hygiene and Infection Control | * Good hygiene promoted by use of appropriate posters located in all key areas such as toilets and areas of personal care.
* Suitable and sufficient soap provided and hot water for washing where possible and hand sanitiser to be used in other areas where this is not available
* Suitable stock of disposable tissues provided and bins in key locations for tissue disposal.
* Promotion of ‘Catch it, Bin it, Bag it’ information.
* Appropriate Personal Protective Equipment (PPE) to be worn when necessary for example when providing personal care and cleaning up of bodily fluids.
* Staff aware of safe means of cleaning areas and suitable cleaning products to be used.
* Constant reminder to staff and pupils verbally and on posters to ensure hands are washed regularly in particular, when entering school, before eating, after coughing or sneezing, after using the toilet, after touching equipment shared by others or moving from one part of the school to another and before leaving school – soap and hot water to be used for minimum 20 secs
* Where closed lid bins are present they should be used across schools to allow persons to put used tissues into for disposal, where they are not then bins liners should be changed regularly and disposed of.
* Where soap and water is not available hand sanitiser should be used
* Where possible to do so sleeves/ tissues are used when opening doors and closing them.
* Display equipment, including monitors, mouse’s, keyboards and ipads etc to be wiped clean after use of each person.
* Door handles, light switches and door/ key pads, telephones to be regularly cleaned to prevent spread of virus.
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|  | Access to toilet facilities | * Access to toilets managed to allow social distancing – where possible limit numbers
* Urinals to be taken out of use
* Signage posted in toilets advising of hand washing methodology
* Signage posted on doors for maximum occupancy information
* Reinforce strict handwashing and social distancing when using toilets.
* Queuing areas marked for social distancing where required
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|  | Access to kitchen facilities | * kitchen marked with number of occupants permitted at one time
* Notice on staff room door advising how many staff can be in the room at one time.
* Staff advised to clean down handles of kitchen facilities touched after use
* Staff advised to bring packed lunches and remove utensils for cleaning at home. If cleaning utensils on site all to be washed, dried and put away immediately after use. No sharing of utensils amongst staff.
* Staff encourages to avoid communal areas / overcrowding in staff bases at interval/lunch
* Arrangement of seats that can be used within the staff room/bases identified and marked
* Staff advised not to leave food items on site, all should be brought daily and removed daily
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|  | Access to dining hall during break/lunch times | * Specific zones identified for separate year groups for dining and pupils encouraged to remain in the same social group at interval /lunch
* Remind and re-enforce pupils and staff of need to social distance
* Identify tables and chairs which can be used to maintain social distance
* Tables arranged 2m apart, and pupils spread across seating at 2m distance is encouraged where possible especially for the senior phase
* Use other areas within the school such as library ,gym halls and classrooms to allow adequate social distancing.
* S5/6 pupils will use Carmichael Hall to access dining /cafeteria facility
* Discourage pupils from leaving school at lunchtime or through the school day However where pupils do leave the school ground, good hand hygiene procedures should follow when they return to school building and they should follow rules for wider society whilst out in the community.
* Pupils and staff to bring their own snacks and food where possible.
 | Social Time Zones (Morning/Interval Lunch Time)S1 ForumS2 CafeteriaS3 Games HallS4 Upper StreetS5 Sports HallS6 Carmichael HallPupils encouraged to use outdoor space as much as possiblePupils advised to remain on school campus and not to access local food outlets |
|  | Pedestrian traffic routes in corridors | * Pupils and staff reminded to keep to the left and walk in single file when using corridor
* Pupil movement in corridors transitory and considered low risk
* Advise staff of need to maintain 2m social distancing in corridors
* Encourage pupils to make way to/from classes in ordered fashion avoiding grouping together
* Staff Supervision to minimise congestion and to stagger dismissal form classes
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|  | Classroom and office arrangements | * Desks in classrooms arranged to maximise distancing
* Teacher working area to be 2m from pupils
* Pupils use same desk on each visit
* Desks arranged to avoid face to face seating
* Suitable cleaning products available for cleaning classroom equipment available
* Rooms cleared of all unnecessary items to allow for cleaning needs
* Desks cleaned between different pupil groups and at start/end of each lesson/period
* Staff and pupils advised to keep personal bags on the floor and not on desks
 | Provision of anti-bac wipes, Nu-Kleen detergent spray and blue roll for all teachers in classrooms and bases. Pupils to wipe desk at start of lesson. |
|  | Reception  | * Deliveries should not be taken by staff but rather they should be left in the reception area outside ERC janitor office if safe to do so. When handling deliveries staff should wear disposable gloves. Staff must wash their hands as soon as packaging has been removed.
* Digital screens within foyer area show clear message if ill do not attend work/ school, social distancing reminder and good hygiene message also posted on this forum
* Procedure in place for attendance by any essential visitors such as Educational Psychologists, behavioural support, social workers etc.
 | Doors in and out of Atrium/Forum are high traffic and battery operated maglocks are to be fitted |
|  | Main school office  | * Reception office is in a very narrow corridor
* Main Office window has screen fitted.
* Floor marked to indicate 2m distancing when waiting to speak to reception.
* Temporarily relocate a member of staff from the office to the Fashion Room during interval/ lunch .
* Identify number of workstations that can be used within social distancing requirements
* Use of 2 office areas to allow social distancing of office staff
* Workstations in use to avoid face to face working
* Suitable cleaning products available for cleaning desks and desk equipment
* Staff instructed to maintain clear desks at end of day
* Cleaning arrangements in place for cleaning workstations once staff have left
* Use of Fashion Room at Interval /lunch to avoid queuing in narrow corridor
* Communal equipment such as photocopiers and laminators to be wiped after use.
* Staff to clean desks, resources. Encourage use of own pens and resources through labelling where possible.
* Staff use their own items such as phones, calls should be transferred or call picked up from own phone – to avoid using others phone handsets
* Teaching staff will be called or emailed with messages to avoid visiting school main office
* Parents informed to email to inform of absences/ appointments to avoid handling of notes/letters
* Pupils advised to attend office only for urgent enquiry
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|  | Ancillary room use | * All other rooms signed with maximum number of occupants permitted
* Layouts amended where necessary to allow for social distancing requirements
* Cleaning products available for use to clean room equipment before and after use
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|  | Building ventilation | * Arrangements in place for opening of some windows before staff arrive and after they leave
* Staff advised to leave windows open to encourage fresh air ventilation
* Ventilation systems confirmed by CHSU as compliant and safe to use
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|  | Parental access | * Parents informed to not enter school / by appointment only.
* Contact details (school email address and phone number) provided should parents need to get in touch.
* Information posted at front doors for parents and visitors advising of restricted access & includes contact numbers and email address
* Continued use of social media Twitter school website etc. to distribute key messages to parents and carers.
* Conversations with parents/ carers will take place by email or by phone.
* Parents reminded to ensure social distancing outwith school building at all times.
* When dropping children off by car, parents advised to stay in car
* Where parent access is required, this must be arranged by appointment and only one person per child family permitted
* When items need to be dropped off for children, items to be left outside and office advised by use of intercom
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|  | Contractor access | * Contractor access by arrangement only
* Record of presence in fire register and property log made by staff member on behalf of contractor
* Contractors to adhere to entry and social distancing needs
* Contractor works arranged out of hours where possible
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|  | Fire safety and evacuation | * Fire evacuation procedure in place and staff briefed on requirements of evacuation
* Ensure sufficient fire wardens are available in the event of an evacuation
* Staff advised of any changes to fire evacuation process in place
* All staff requiring any refresher training (within 2 years) should complete the online Health & Safety course “Fire Module” which is available to all staff on the online learning platform
* Escape routes kept clear at all times
* Fire drill undertaken at start of term to allow staff and pupils to familiarise themselves with escape routes as well as any modifications to assembly points as some staff and pupils will be using rooms they may not be familiar with. Emphasis should be on social distancing but not at the expense of a swift and effective evacuation.
* Social distancing maintained at fire assembly points.
* Fire system maintenance checks in place as per fire register requirements
* Fire doors kept closed unless appropriate devices for holding open are in place
* One fire drill to be carried out per term as before.
 | Consider two sets of doors at entrance to Forum for battery-operated maglocks. Fire drills will be once a term as per current arrangements and preferably near to start of term to check S1 know what they are doing.  |
|  | Deliveries | * Hand sanitising provision located at main entrances
* Dedicated member of staff for receipt of deliveries
* Delivered goods located to ensure no blocking of escape routes
* Door for delivery arrival signed on outside
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|  | First Aid | * First Aid poster(s) displayed at key points noting the location of the first aid box(es) and designated First Aider(s).
* Ensure it is all in date considering closure of schools for some months including pupils medication
* Check eye wash stations too if appropriate.
* First aid provision arranged for school is adequate and regularly reviewed Signage posted of what to do if a member of staff becomes symptomatic while at work.
* Establishments should review their first aid needs assessment to ensure that they have sufficient appropriately qualified staff on site.
* Medical information available for specific medical conditions for pupils and recorded procedures in place for storing and dispensing of medication as per existing policy.
* When treating a pupil or staff member distance of 2m should be maintained where possible – where first aiders are required to touch / see wound etc, gloves and apron should be worn and hands washed immediately before and after treatment
* Where a risk assessment determines there is a risk of splashing from coughing, spitting or vomit, a fluid resistant surgical mask and eye protection can be worn by staff when administering first aid
* Head of Establishment to ensure they are aware of current NHS advice regarding COVID symptoms and isolation requirements as these may be subject to change or review.
* Signage posted of what to do if a member of staff becomes symptomatic while at work
* Full guidance given to staff if they feel unwell with COVID symptoms to follow the current NHS guidelines.
* Any pupils or staff developing COVID symptoms whilst present at the setting should be isolated as per NHS guidelines in a designated area.
* The parent/carer should be contacted to collect the pupil as soon as possible.
* The designated area should be a room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally a window should be opened for ventilation. If it is not possible to isolate them, they should be moved to an area which is at least 2m away from other people. If they require to use the bathroom whilst waiting to be collected they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
* Cleaning any affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
* If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves
* If a pupil becomes unwell with symptoms of COVID while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask can be worn by the supervising adult
* Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting and staff are within the isolation room with suspected pupil with Covid.
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|  | Cleaning arrangements | * Cleaning arrangements put in place to enhance previous provision, to allow for regular cleaning at periods throughout the daytime when pupils and staff are in the building
* Cleaning staff provided with information on points that require more frequent cleaning i.e. door handles, window handles, entrance intercom, exit release buttons, printers/copiers, electronic sign in, toilets and kitchen equipment such as kettle, fridge and microwave oven handles

All departments issued with cleaning/hygiene supplies of antibacterial wipes/ paper towels and hand sanitiser to encourage cleaning of surfaces, equipment and hand hygiene* Sufficient cleaning to allow at least twice daily cleaning of regular contact points and cleaning of desks and equipment between users
* Regular cleaning of toilet facilities
* Cleaning materials available to allow users of equipment to clean it before and after use
* Sufficient waste bins available to allow easy disposal and bins regularly emptied throughout the day
 | Enhanced Cleaning Programme in placeNu-Kleen Spray ,Blue Roll &Wipes readily available in every classroom/lab/base/work area.Electrostatic Spray of every surface in school buildings fortnightlyLarger lidded/pedal bins on order  |
|  | Outdoor activity areas and equipment | * Encourage use of outdoor space at lunch/interval
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|  | Pupils | * Need to encourage the need for social distancing at all times especially for the senior phase
* Reminders at the start of every class about hand washing, social distancing in corridors, during breaks/lunch etc. Include ‘Catch it, Bag it, Bin it’ message too. Encourage use of sleeves, elbows etc. to open doors to minimise touching of doors and handles.
* Consider options for staff and teachers where pupils refuse to follow instructions. See School Positive Behaviour Policy
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|  | Mental health and wellbeing | * With the return of schools the mental health and wellbeing of all pupils and staff must be a priority.
* Provision of newsletters, communication with parents and stakeholders providing clear information on what school life will look like on return will help reduce anxiety.
* Share information with the school community on the measures in place to protect children.
* Support and advice/resources to be provided for staff returning. Ensure staff have opportunities to raise their concerns, fears.
* Employee counselling service available for staff to talk – “PAM Assist”
* Support provided by ERC where staff are worried about their own health or of family members – see ERC Corporate Policies.
* CPD courses available for staff re stress
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|  | Classrooms | * Rooms cleared of all unnecessary items to allow for cleaning needs
* Ensure classroom is set up to maximise social distancing including that of the teacher.
* Remove as much equipment/material as possible from the room to create space.
* When pupils move between classes ensure wipes and hand sanitiser is available for desks.
* In the instance a teachers may move between classes ensure each member of staff has access to hand sanitiser and wipes. They are to clean down desk and equipment before and after use.
* Teachers sharing classroom space must clean down surfaces on the desk, PC etc. before and after each use.
* Sanitiser and wipes/spray provided in each classroom/facility being shared by staff.
* Resources such as pens, jotters etc. must be limited to pupils using their own at all times. Where other equipment / resources are used, they must be cleaned after each use.
* Activities involving group work should adhere to social distancing where possible
 | Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible.  |
|  | Day visits/ trips | * School day visits and trips are cancelled until further notice
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|  | Library | * Library is likely to remain closed until further notice.
* Once books have been used and returned they will be quarantined
* Quarantine procedures for returned books and resources. Book drops and book trolleys can be used as they are easy for staff to wheel into a dedicated quarantine area for 72hrs and can be easily labelled.
* Librarian has put in place innovative measures to allow pupils access to reading materials and will visit pupils in class
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|  | Gym/PE lessons | **General*** Guidance on Safe Practice in Physical Education to be followed when issued by Education Scotland
* If decision is made to use, changing rooms need to be marked out to ensure social distancing with sufficient room for additional kit such as bags and clothes. Work out maximum number of pupils that can be in the changing room at one time.
* Other changing areas to be identified to increase changing capacity
* Showers not to be used.
* Lost property – risk of infection from textiles such as clothing is low however care must be taken when handling. Ensure good hand washing or use of hand sanitiser.

**Activity*** Activities should be carried out outside wherever possible.
* Activities involving signficant contact must be avoided e.g. rugby
* Activities must be designed to ensure social distancing and avoid using or sharing of sports equipment where possible.
* Any mats used will need wiped down after use.
* Sports equipment must not be shared between pupils and activities chosen to prevent the need to share.
* After each session any sports equipment used must be wiped down using wipes, and if not available soap and water.
* Additional sports equipment may be required to allow effective cleaning between sessions. Before and after each session all children and staff must wash their hands, whilst maintaining social distancing.
 | Additional guidance provided by Mark Ratter to all secondary HTs on 5/8/20. |
|  | Practical activities* Science
* Home economics
* Workshops classes
 | * See also Classroom for additional control measures to be deployed.
* Follow guidance issued for Science and Technical issued by SSERC and for Home Economics further guidance will be issued Autumn 2020
* Classes involving practical work must only be carried out where social distancing can be maintained at all times. Some simple activities may be possible but more complex practicals are not recommended.
* Where practical work has to be carried out each task/activity must be carefully risk assessed taking account of the type of experiment, level of risk involved if something goes wrong, level of competence of the pupils required c.f. S1 pupils with S6 pupils. Bear in mind such practical’s may take longer to set up, complete and dismantle with social distancing measures in place.
* Where labs are being used similar social distancing measures must be used as those in a classroom including cleaning regimes.
* Consider how technology such as digital cameras or visualisers could be used to provide a more interactive experience for pupils without a full practical lesson.
* Group work or group demos will not be possible unless social distancing can be maintained.
* Any equipment used must be cleaned between each class. Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves.
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|  | Workshops – use of hand tools and use of machinery | * Staff must ensure all maintenance schedules for work equipment are up to date
* All equipment should be checked prior to use to ensure it is still in working order.
* The same principles of social distancing and hygiene must be applied as those already detailed in this risk assessment – where possible social distancing should be encouraged especially for the senior phase (Ref also Science above)
* Some simple activities using hand tools may be possible but more complex practical’s using moving machinery are not recommended/may not be possible.
* Activities can be adapted to minimise group work, sharing/use of equipment and maximise social distancing.
* Technology could be used to provide a more interactive experience for pupils.
* Where practical work for pupils is to be carried out a specific RA will be required to ensure all control measures to minimise exposure to COVID-19 are identified and implemented.
* Any equipment used must be cleaned between each class. The practicalities of this must be assessed beforehand. Significantly more time might be needed for set up etc.
* Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves.

**Use of hand tools*** Each hand tool will need cleaned before and after use.

**Use of machinery*** This should be discouraged as social distancing would preclude close 1-1 supervision required for these tasks.
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|  | Home Economics | * The same principles of social distancing and hygiene must be applied as those already detailed in this risk assessment. Where the activity cannot be undertaken without ensuring good hygiene measures it must not be carried out.
* Activities can be adapted to minimise group work, sharing/use of equipment and maximise social distancing.
* Technology could be used to provide a more interactive experience for pupils.
* Where practical work for pupils is to be carried out a specific RA will be required to ensure all control measures to minimise exposure to COVID-19 are identified and implemented.
* Any equipment used must be cleaned between each class. The practicalities of this must be assessed beforehand. Significantly more time might be needed for set up etc.
* Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves.
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|  | Computer labs | * The same principles of social distancing and hygiene must be applied as those already detailed in this risk assessment
* All display equipment, including monitors, mouse’s, keyboards and ipads etc to be wiped clean after use of each person.
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